Approved For Release 2005/07/25 : CIA-RDP70-00211R000500250015-2

STAT

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
WASHINGTON, D. C. 20408

[illegible] 24, 1966

MEMORANDUM

TO: Agency Records Management Officers

The Administrative Management Society has announced its [illegible] of the Second Annual Award for Records Management in the Federal Government. AMS has already sent official letters to top agency heads and personnel officers inviting participation.

For your information, AMS has provided us with a copy of the [illegible] instructions AMS plans to mail to all Federal agencies. The information [illegible] head column of the [illegible] Information [illegible] last year. Also enclosed is a copy of the recent announcement [illegible] gress. The AMS [illegible] does not permit [illegible] to consider [illegible] after June 30, [illegible] held at the [illegible] the evening of September 27.

Last year, 22 agencies submitted nominations. This year, [illegible] every agency will have a nominee.

Everett O. Alldredge
Assistant Archivist for
Records Management

Attachmen

Approved For Release 2005/07/25 : CIA-RDP70-00211R000500250015-2

RAB AOS

Approved For Release 2005/07/25 : CIA-RDP70-00211R000500250015-2

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED	CONFIDENTIAL	SECRET

CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[redacted]		
2	7D-24, Headquarters		
3			
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE	X	INFORMATION		SIGNATURE

Remarks:

Mr. Turner:

In accordance with our conversation today, I am attaching a memorandum from the Assistant Archivist, Dr. Everett O. Alldredge, concerning the Second Annual Award for Paperwork Management in the Fede[redacted]

Chief, Records Administration Staff

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
702 Magazine	4/22/66

	UNCLASSIFIED		CONFIDENTIAL		SECRET
X					

FORM NO. 2-61 237 Use previous editions

(40)

U.S. GOVERNMENT PRINTING OFFICE : 1961 O—587282

Approved For Release 2005/07/25 : CIA-RDP70-00211R000500250015-2